

## ***IOWA DISTRICT COURT, FIFTH JUDICIAL DISTRICT***

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<b>IN RE: POLK COUNTY JUDICIAL MAGISTRATES ASSIGNMENTS FOR 2014</b>	<b>ADMINISTRATIVE ORDER 2013-61</b>
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**WHEREAS** it is necessary to determine dockets and assignments to distribute the workload of the eight Polk County Judicial Magistrates in order to fully utilize these judicial resources and to promote the ideal of efficient court administration for the public and court system:

THEREFORE, IT IS HEREBY ORDERED THAT:

1. The Polk County Magistrates shall primarily preside over the areas of Chapter 229 Mental Health and Chapter 125 Substance Abuse Adult Involuntary Commitments, Small Claims proceedings, Suburban Traffic Court matters and in City of Des Moines/State Traffic Court as needed through scheduling by Court Administration. In addition, Magistrates may be called upon to preside over any court in Polk County for which judicial magistrates have statutory authority on a temporary basis. Magistrates shall be responsible for all orders and other paperwork associated with the Mental Health and Substance Abuse Adult Involuntary Commitment cases during regular business hours.

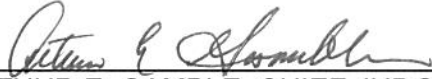
2. As Magistrates are not allowed vacation, quasi-judicial or compensatory time off, before any absence from Polk County on a day(s) for which the Magistrate is scheduled to cover a court assignment, such Magistrate shall arrange with another Judicial Magistrate from Polk County, or if no Polk County Magistrate is available to provide coverage, with a Judicial Magistrate in another county of the Fifth Judicial District, to cover and attend to the Judicial Magistrate's designated responsibilities.

3. Polk County Magistrate Court shall be in session from 8:00 a.m. to 4:30 p.m., Monday through Friday except legal holidays or as otherwise approved by the Chief Judge. On days the Magistrates are assigned to cover court, Magistrates may take a reasonable lunch

break over the noon hour but shall otherwise be accessible at the court facility to the Clerk of Court and the public while Magistrate Court is in session. Additionally on days when Magistrates are assigned to cover court they shall exclusively serve as judicial officers and shall not perform legal duties associated with their private practice.

4. The attached Exhibit "A" shall constitute the Judicial Magistrate assignments for the four-year terms of office retroactively beginning August 1, 2011, and shall remain in effect unless modified by order of the Chief Judge. The attached Exhibit "B" shall constitute the daily assignment of Polk County Magistrate Court until further order.

Dated this 15<sup>th</sup> day of October, 2013.

  
ARTHUR E. GAMBLE, CHIEF JUDGE  
Fifth Judicial District of Iowa

Copies to:  
Chief Justice Mark Cady, Iowa Supreme Court  
Liaison Justice David Wiggins, Iowa Supreme Court  
State Court Administrator, David Boyd  
Fifth Judicial District Judges, Staff and  
Stakeholders by e-mail and  
Posting on Judicial Branch Website

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POLK COUNTY, IA.  
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# Exhibit A – Admin. Order 2013-61 Polk County Magistrates Docket Rotation for 2014

Docket/ DATES	August 5, 2013	February 4, 2014	August 4, 2014	February 2, 2015	August 3, 2015	February 1, 2016	August 1, 2016	February 6, 2017	August 7, 2017
Small Claims 1	2	6	3	4	1	5	2	6	3
MH/Small Claims 1	5	2	6	3	4	1	5	2	6
Small Claims 2	1	5	2	6	3	4	1	5	2
MH/Small Claims 2	4	1	5	2	6	3	4	1	5
Suburban Traffic	3	4	1	5	2	6	3	4	1
Small Claims 3	6	3	4	1	5	2	6	3	4
1 Beth Tigges			Small Claims 1			Monday and Tuesday			
2 Heather Dickinson			Small Claims 2			Wednesday and Friday			
3 David Erickson			Small Claims 3			Thursday and Friday			
4 Becky Goettsch			Suburban Traffic			Wednesday and Thursday			
5 Jeff Lipman			MH/Small Claims 1			Monday and Tuesday (MH a.m. as needed)			
6 Anastasia Hurn			MH/Small Claims 2			Wednesday and Friday (MH a.m. as needed)			

Magistrate Allocation Changes effective Thursday, August 1, 2013 pursuant to Iowa Code Section 602.6403.

# Exhibit B: Administrative Order 2013-61

## Updated Polk County Magistrates Court Weekly Rotation Grid

Monday	Tuesday	Wednesday	Thursday	Friday
Small Claims 1	Small Claims 1	Small Claims 2	Small Claims 3	Small Claims 2
MH/SC 1	MH/ SC 1	Suburban Traffic	Suburban Traffic	Small Claims 3
		MH/ SC 2		MH/SC 2